



# Quileute Tribal School

40 Ocean Drive  
La Push, Washington 98580  
360-374-5609 Fax 360-374-5609

## JOB DESCRIPTION

### JOB TITLE AND FILE NAME: Bookkeeper

EXEMPT: No  
SALARY LEVEL: \$17.56 per hour probation rate; Salary range \$18.31 to \$21.31 DOE  
SHIFT: 8:00 am - 4:30 pm = 1.0 FTE  
LOCATION: Quileute Tribal School  
EMPLOYEE: Classified Employee  
REPORTS TO: Superintendent or designee

REVIEWED BY: Molly Sarrazin, Jay Matsen, Anita Baisley, Shelly Black and Mark Jacobson

APPROVED BY: \_\_\_\_\_ DATE: 04-22-2019

**SUMMARY:** Perform work, including but not limited to performing work of a diverse character, including purchasing materials and equipment, preparation of payroll, conducting invoice activities, paying vendors for delivered materials and services, and, performing clerical/administrative functions. Tallies time cards, inputs invoices for payment, receives cash and prepares deposits. Inputs vendor invoices on a day-to-day or month-to-month basis. The bookkeeper reconciles the invoices to the statements to ensure their accuracy and submits it to his/her supervisor for approval.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and safeguard a variety of manual and electronic fiscal information, files and records (e.g., accounts payable, accounts receivable, payroll, contracts/grants) for the purpose of providing an up-to-date reference and audit trail.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Maintain confidential employee personnel files, medical plan elections, accident/incident reports, drug test results, driving records and background checks.
- Present information on retirement plan, medical plan) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Review and organize travel reimbursements requests, purchase requests, and receipts for final approval by the Superintendent and other authorized administrators and department heads.

- Places orders for supplies and materials from approved purchase requests.
- Maintain inventory records of keys for buildings within QTS and issue keys as approved by school administrators.
- Assists Receptions/Secretary in screening free/reduced meal applications for the purpose of determining initial eligibility under program guidelines.
- Maintain and update professional skills by keeping abreast of current developments and trends in area(s) of responsibility. Read current literature and attend professional meetings.
- Schedule a wide variety of activities (e.g., appointments, meetings, travel reservations/accommodations) as needed and requested.
- Assist the Business Manager and/or Lead Accountant as directed.
- Maintain School Board permanent records and provide logistical support to Board meetings.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Keep the Business and Finance Director and Superintendent informed of activities, problems, and budgetary needs on a regular and ongoing basis in areas of responsibility.
- Perform special assignments as designated by the Superintendent, Business Manager and/or Lead Accountant.

**REQUIRED QUALIFICATIONS:**

The employee must satisfactorily pass a School background check and drug screening, both at the time of hire and throughout employment.

High school diploma or G.E.D.

Valid Washington State driver’s license or equivalent, if a spouse of active duty military personnel.

Current first aid/CPR certification (may earn during first year of employment).

Possess clerical skills, including computer literacy and ability to use Microsoft applications (e.g., Word, Excel, Windows, Outlook). Experience with Abila MIP accounting software preferred.

Possess strong mathematical and communication skills (both written and verbal).

Be personable, patient, courteous and willing to explain information to others. Ability to establish and maintain effective working relationships with staff and outside vendors.

**EDUCATION AND EXPERIENCE QUALIFICATION PREFERRED:**

A Bachelor's degree including 9 semester or 15 quarter hours of finance and accounting courses and three years' experience in bookkeeping/accounting.

(or)

An Associate's degree or completion of an accredited vocational training program in an accounting or bookkeeping related field and two years' experience as a consultant, administrator, or supervisory experience in bookkeeping/accounting.

(or)

Four years of progressive accounting experience.

**Note:** Consultative, administrative, or supervisory experience in bookkeeping, accounting, finance or problem resolution will substitute for education on the basis of one year of experience for two years of education.

**MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED:** Computer and office equipment; repair hand tools; phone systems.

**VEHICLES OR MOVING EQUIPMENT USED:** Passenger vehicles under 20,000 GVW and hand carts.

**TRAINING REQUIRED:** On the job training, conferences, special finance and accounting training as funding and time allows. Additional training is also required on School policies/procedures, emergency procedures, first aid, HIV/AIDS (infectious disease transmission), suspected child abuse and neglect (SCAN) reporting, safety, fire alarm, telephone system, computer security, and building security systems.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret written materials. Ability to effectively communicate and present information to employees in English.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic mathematics.

**REASONING ABILITY:** Ability to solve practical to complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel objects, tools, or controls and type; reach with hands and arms; and talk or hear. The employee is frequently required to sit and stand; and, occasionally climb or balance, stoop, kneel, and crouch.

The employee must regularly lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will most frequently be in a building with carpeting and thermostat controlled rooms. The employee may occasionally work in outside weather conditions (e.g., walking between School buildings or carrying supplies or records to/from storage).

The noise level in the work environment is usually moderate to low.

**HAZARDS/OBSTACLES:** Employees are sometimes exposed to hazards such as chemicals and dust particles, uneven sidewalks or walkways, and unforeseen hazards such as electrical shock, weather related conditions (ice, heavy wind and rain, flooding, heat, cold).

**UNPROTECTED HEIGHTS:** Activities may sometimes require working in attic and basement storage spaces. One storage space requires a ladder for access.

<b>AMOUNT OF DAY SPENT:</b>	<b>(Hours at one time)</b>	<b>(Hours during full day)</b>
Sitting	60-180 minutes	5 ½ -- 6 ½ hours
Standing	15-30 minutes	1-2 hours
Walking	5-10 minutes	½ hour

**WORK/REST CYCLE:** Two 15-minute breaks; 30-minute lunch.

**EMPLOYEE WORKS:** Inside - 8 hours; Outside - No hours; Total - 8 hours

NOTE: Hours may be adjusted to meet the needs of the School.

### **PERFORMANCE EVALUATION**

Performance of this position will be evaluated a minimum of two (2) times per year in accordance with provisions from the Board's policy on the Employee Performance Evaluation System.

**PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:**

**REQUIRED ACTIVITIES**

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Frequently	Upper Body	0-100	Office equipment minor repairs, Setup and trouble shoot, fill related supply trays and change cartridges; fill and move records' boxes; handle and use maintenance supplies and equipment; operate computer, phone and other office equipment, including data entry and filing
Stoop/Bend	Frequently	Arms, Legs, Lower and Upper Body, Hands	0-100	Same as above
Squat	Occasionally	Legs, Lower Body	0-100	Same as above
Kneel	Occasionally	Legs, Lower Body	0-100	Same as above
Push/Pull	Occasionally	Arms, Legs	0-100	Same as above
Climb	Occasionally	Legs	0-100	Stairs, steps, ladders
See	Constantly	Eyes	N/A	Cleaning, refilling, servicing equipment and furnishings; writing notes/forms/documents; reading directions, documents, Material Safety Data Sheets and computer screen information

	Frequency	Body Part	lbs.	Activity
Hear	Constantly	Ears	N/A	Monitoring and using office equipment/phones; listening to questions, comments, conversations and directions from supervisor, School staff/students, vendors and others
Speak	Constantly	Voice	N/A	Monitoring and using office equipment/phones; listening to questions, comments, conversations and directions from supervisor, School staff/students, vendors and others

**REQUIRED LIFTS**

	Frequency	Body Part	Range/Height	Activity
0-25 lbs.	Constantly	Legs, Arms Hands	0"-30" to 5'	Operating office equipment and filing records; moving office records and supplies; removing, refilling and/or replacing equipment cartridges and supplies; handle and use maintenance supplies and equipment
10-35 lbs.	Occasionally	Legs, Arms, Upper and Lower Body	1"-30" to 25'	Same as above
35+ lbs.	Occasionally	Legs, Arms Upper and Lower Body	1"-30" to 25'	Same as above

**REQUIRED CARRY**

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Constantly	Arms, legs	1" to 150'	Same as above
10-35 lbs.	Occasionally	Arms, legs	1" to 150'	Same as above
35+ lbs.	Occasionally	Arms, legs	1" to 150'	Same as above

**REQUIRED REACH AND HANDLE**

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Frequently	Arms	0-10/3'	Moving records and equipment, etc.
Reach at Shoulder	Frequently	Arms	0-10/3'	Same as above
Reach Below Shoulder	Constantly	Arms	0-40/3'	Same as above
Manual/Finger Dexterity	Constantly	Arms, Wrists, Fingers	0-10/3'	Typing; refilling and maintaining office equipment; filing and sorting records

**SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS**

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

- Key to Environmental Factors Rating  
 NP = Not present in the Job Environment  
 S = Seldom - Under 5% of Work Day  
 O = Occasionally - Up to 33% of the time  
 F = Frequently- From 33% to 67%  
 C = Constantly - 67% to 100%

Environmental Conditions:	Key	Comments:
1. Inside 99%	C	Working in an office environment
Outside 1%	S	Walking
2. Extreme Cold	S	Outside work during winter months
3. Extreme Heat	S	Outside during summer months and in rooms without air conditioning
4. Wet/Humid	O	Rain 120 to 160 inches per year
5. Noise (in Decibels)	50 – 60	This is the general approximate range for an office environment for the essential functions of this position; If around power tools, ringing phones, cleaning equipment or vehicles, the level may occasionally rise to 80
6. Hazards		
a. Mechanical	S	
b. Explosives	S	Batteries
c. Electrical	S	Office equipment
d. Radiant Energy	O	
e. Burns	S	Electrical
f. Other hazard(s)	S	Wet surfaces (slipping)
7. Atmospheric Conditions		
a. Fumes	S	Cleaning solvents
b. Mists	NP	
c. Odors	S	
d. Gases	S	Copy machines, printers
e. Dusts	S	Printing paper, inside computers, printers
f. Poor ventilation	S	File server/phone room, storage rooms and in buildings without much ventilation
g. Other atmospheric hazards	NP	
8. Protective clothing/Devices	S	Used when performing first aid



**Comments:** This position requires constant interaction with staff, Board members and vendors while remaining organized, firm and pleasant.

**Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), there will be no discrimination in selection due to race, color, age, sex, national origin, physical handicap, marital status, politics or membership/non membership in any employee organization.**